

Access to and Distribution of Ohio State Dissertations through OhioLINK and ProQuest/UMI

Background

Ohio State has agreements with two organizations—OhioLINK and ProQuest/UMI Dissertation Publishing—that store and provide access to dissertations electronically. OhioLINK is Ohio's state library network and includes a consortium of Ohio colleges and universities. ProQuest/UMI Dissertation Publishing has been collecting and making dissertations available to the public for purchase since 1938. ProQuest/UMI Dissertation Publishing manages a database of 90 percent of the dissertations released in the United States, and Ohio State is in agreement with ProQuest/UMI to microfilm all approved Ohio State dissertations for archival purposes. This microfilmed archival copy is retained in the Ohio State library.

In order to complete doctoral degree requirements at Ohio State, students are required to submit their final, approved dissertation to the state library network, OhioLINK, as an electronic PDF. Dissertations submitted to OhioLINK are made available to the public via <https://etdadmin.ohiolink.edu> once the Graduate School accepts the dissertation as fulfilling that degree requirement. The full text of a dissertation is available through OhioLINK. There is no charge for viewing or downloading a published dissertation.

Students also must agree to have ProQuest/UMI microfilm and archive an electronic copy of their dissertation. As part of this agreement, ProQuest/UMI makes dissertations available for purchase through its website. As stipulated in the current ProQuest/UMI agreement, students earn 10 percent royalties on all sales of their dissertation when royalties accrue to at least \$10 within a year.

It is important for students to understand their options for distribution and to manage this process accordingly. A student can, however, choose to restrict access to their dissertations. Students may want to restrict access if they wish to publish parts of it in a scholarly journal, if it may be

revised into a scholarly book, if they are waiting for patent approval, or if they believe that wide access to their dissertation will be detrimental to future scholarly work. Students should discuss this option with their advisor if they believe it may be appropriate for their dissertation.

Restricting access and distribution

If students decide to delay full access to and distribution of their dissertation, they must follow the steps below. Please note that students must make arrangements with the Graduate School/OhioLINK and ProQuest/UMI individually to ensure that access and distribution is restricted through each venue.

1. Students should discuss the situation with their advisor. If a delay of access to their document appears to be warranted, students should proceed to step 2.
2. Students must submit their document PDF to OhioLINK via <https://etdadmin.ohiolink.edu> and do a full text submission. After creating a user I.D. and password (click the "Register" link), the student must provide the requested information. A delay can be chosen in the "Publishing Information" section by answering 'yes' to the question "Are you requesting a publication delay?"
3. Students must also complete a Delay of Final Document Form on GRADFORMS.OSU.EDU. A reason for the delay must be given and the form must be electronically approved by the advisor. It is best to submit this form by the deadline for the submission of the final approved dissertation.
4. Only the dissertation/DMA document abstract will be viewable via OhioLINK for as long as the delay is in effect. If an extension of the delay is required, the student must request one in writing from the Graduate School before the original delay expires.



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5. If an extension is not requested, the document will be released according to the original date. The maximum length of time for a delay in release is five years.

B. ProQuest

Under the Publishing Information section on OhioLink, complete the ProQuest/UMI Information.

To complete this part, select the option, "Upload my paper to UMI for the traditional publishing option." Your dissertation/DMA document will be sent to UMI/ProQuest by OhioLINK so it can be put on microfiche for archival purposes. When your document is sent to UMI/ProQuest they will also make your document available for sale on their Digital Dissertations data base. If you do not want your document made available through this database, a delay must be requested directly from ProQuest/UMI or (800) 521-0600. When it is received for archiving, it is also made available on that database unless a delay is requested. If a delay is requested on OhioLINK, the dissertation is not sent to Proquest until the OhioLINK delay expires. Proquest will not accept any delay request until they have received the dissertation/DMA document from OhioLINK.

Contact

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